Personal Planning Checklist

Legal Issues in Family & Personal Affairs Planning

FAMILY, PERSONAL & FINANCIAL INFORMATION

CONFIDENTIAL

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Personal Information

Last Name:	
Middle Initial:	
Street Address:	
City:	
State: Zip:	
Home Telephone: (_)
Cell Telephone: (
E-Mail address:	
Personal Computer Informa	tion:
Password	Location of Computer
Employment: Retired	
Emplo	yed
Self-E	mployed
Not en	aployed outside of the home
Occupation:	
Employer:	

Street Address:	
City:	_
State: Zip:	
Business Telephone: ()	
Social Security Account Number:	
Date of Birth: (Month) (Day) (Year)	
Citizenship:	
Mother's maiden name:	
Marital Information	
Spouse deceased?	
Married?	
Divorced?	
Spouse's Last Name:	
Spouse's First Name:	
Spouse's Middle Initial:	
Street Address:	
City:	_
State: Zip:	
Home Telephone: ()	
Cell Telephone: ()	
E-Mail address:	

Personal Computer Information:		
Password	Location of Computer	
Spouse Employment: F	Retired	
Employe	ed	
Self-Em	ployed	
Not emp	loyed outside of the home	
Occupation:		
Employer:		
Street Address:		
State: Zip:		
Business Telephone: (_)	
Spouse's Social Security Acc	ount Number:	
Spouse's Date of Birth: Month	$\overline{\text{(Day)}} \overline{\text{(Year)}} $	
Spouse's Citizenship:		
Mother's maiden name:		
Date of Marriage:	\overline{ay} $\overline{(Year)}$	

Place of 1	Marriage:				
		(City)			
(State)	(ZIP)	=			
	a, Idaho, Louisia	er lived in a commana, New Mexico			
Dates From	То	Jurisdiction			
			From	То	
States Liv	ved in After Ma	rriage: (State)	—(Year)	(Year)	
		(State)	—(Year)	— (Year))
		(State)	—(Year)	$-{(Year)}$)
Foreign (Countries Lived	in After Marriag	e:		
			F	rom	То
		(Country)		(Year)	—(Year)—
		(Country)		(Year)	—(Year)
Is there a	pre-marital or r	narital agreement	(Yes)	(No)	
Previous	Marriages:(N	o) (Yes)			

Children: ${(No)} {(Yes)}$
Other Dependents: (\overline{No}) (\overline{Yes})
Grandchildren: (No) (Yes) Note: Detailed family information is recorded in Schedule I, Family Information
Military service: Branch of service:
Grade/rank:
Serial number:
Dates of service:
2. Describe significant health problems for you or your spouse.
3. Have you, your spouse or any child had a name changed by court proceedings? If yes, give details.

4. a. Have you or spouse made gifts in excess of \$3,000 in value to any donee in any one year prior to 1982?
b. Have you or spouse made gifts in excess of \$10,000 in value to any donee in any one year after 1981?
c. If yes, have gift tax returns been filed? Provide details.
5. Have gifts been made in trust? If yes, provide details.
6. Have gifts been made under Uniform Gifts to Minors Act? If yes, give details on custodian and property.

Name of Debtor	Debtor's Address	Amount	Type of Debt
		 \$	
		\$	
8. Are you or your	spouse considering char	ritable bequest	s/gifts? If yes, give details.
Name of Charity	Address	Amo	unt Notes
		<u> </u>	
9. Do you or your body organs?	spouse have specific inst	tructions for bi	urial, cremation or donation of

Source	Amount	Other Information	
	\$		
	\$		
11. Are any assets h	eld by you or spouse recei	ntly inherited?	
Source	Amount	Other Information	
	\$		
12. Advisors.			
Name	A	ddress Telephone	e #
Accountant			
Stock Broker			
Financial Advisor			
Trust Officer			
Banker			
Physician			

13. Give names, relationship representative of your estate.	os and addresses of first and second cho	pices for a personal
First Choice		
Name	Address	Telephone Number
Relationship		
Second choice		
Name	Address	Telephone Number
		_
Relationship		
	os and addresses of first and second cho shed as a part of your estate plan.	vices for Trustee of
First Choice		
Name	Address	Telephone Number
Relationship		

Second Choice		
Name	Address	Telephone Number
Relationship		
	onships and addresses of first a rson(s) of any minor children.	nd second choices
First Choice		
Name	Address	Telephone Number
Relationship		

Asset Information

Please complete Schedules A through G attached to this form and note any questions or uncertainties.

REAL ESTATE (Schedule A)
STOCKS AND BONDS (Schedule B)
BANK ACCOUNTS, MONEY MARKET ACCOUNTS,
CERTIFICATES OF DEPOSIT & SAFE DEPOSIT (Schedule C)
LIFE INSURANCE (Schedule D)
PERSONAL PROPERTY (Schedule E)
INTEREST IN TRUSTS (Schedule F)
EMPLOYEE BENEFIT/RETIREMENT PLANS (Schedule G)

Liabilities

Please complete Schedule H attached.

Family Information

Please complete Schedule I attached.

Family Budget

Please complete Schedule J attached

SCHEDULE A REAL PROPERTY

Type of Property:
Use:
Street Address:
City:
State: Zip:
Listed Owners:
Legal Description:
Value: \$
Mortgage: (Yes) (No)
Name of Lender:
Street Address:
City:
State: Zip:
Telephone: (
Second mortgage: (Yes) (No)
Name of Lender:
Street Address:
City:

State: Zip:	-	
Telephone: ()		
Security System		
Name of Provider:		
Street Address:		
City:		
State: Zip:		
Telephone: ()		
Password:		
Other Liens		
Amount	Name & Address of Lienholder	Telephone #
Amount Judgment \$		T
	Lienholder	
	Lienholder	
Judgment \$	Lienholder	
Judgment \$	Lienholder	
Judgment \$ Taxes \$	Lienholder	
Judgment \$ Taxes \$	Lienholder	

SCHEDULE B STOCKS & BONDS

Ownership W-Wife H-Husband J-Joint

Number of Shares	Company	Date Acquired	Cost or Basis Value	Current Value
			_	
		-	_	
				-
			_	
			_	

SCHEDULE C BANK ACCOUNTS, MONEY MARKET ACCOUNTS, CERTIFICATES OF DEPOSIT & SAFE DEPOSIT

Bank Accounts, Money Market Accounts & Certificates of Deposit

Bank/Custodian: _				
Street Address:				
City:				
State: Zip	:			
Telephone: ()			
Type of Account	Amount	Ownership	Liens	
	\$			 -
	\$			 _
	\$			 _
	\$			 _
				_
Bank/Custodian: _				
Street Address:				
City:				
State: Zip	:			
Telephone: ()			
Type of Account	Amount	Ownership	Liens	
	\$			

	\$	
	\$	
	\$	
	\$	
	Money Market Accounts & Certificates of Deposit	
Bank/Custodian: _		
Street Address:		
City:		
State: Zip:		
Telephone: (_)	
Type of Account	Amount Ownership Liens \$ \$ \$ \$	
	\$ \$	
Bank/Custodian: _		
Street Address:		
City:		
State: Zip:		
Telephone: (_)	

Type of Account	Amount	Owne	rship Liens	
	\$			
D 1 C				
	, ,	_ ,	tes Receivable	
Street Address: _				
City:				
State: Zi	p:			
Telephone: ()			
Type of Debt	Principal Amount		Ownership	Date Principal Due
	\$			
			_	
Name of Debtor:				
Street Address: _				
Citv:				

State: Z	Zip:		<u> </u>	
Telephone: ()			
Type of Debt		Rate of Interest	Ownership	Principal Due
	\$			
	\$			
			_	
	\$			
Name of Debtor	::			
State: Z	Zip:	-		
Telephone: (
Deeds o	of Trust (Mortg	ages) and Not	es Receivable	
Type of Debt		Rate of Interest	Ownership	Principal Due
	\$			
	\$			
	\$			
Name of Debtor				
Citv:				

State: Zip	p:	-		
Telephone: ()		_	
Type of Debt	Principal Amount		Ownership	Principal Due
	\$			
	\$			
	\$			
	\$			
Name of Debtor:				
Street Address: _				
City:				
State: Zip	o:	-		
Telephone: ()	- -	_	
Type of Debt	Principal Amount		Ownership	Principal Due
	\$			
	\$			
	\$			
	\$			
	Safe Deposit l	Box		
Name & Address of Bank			Name & Address of Joint Owner	

Box # N	umber & Location of	of Keys	
Location of Important D	ocuments		
	Items in safe deposit box	Other Location of the Item	
Social Security Ca	ard		
Birth Certificate			
Naturalization Certificate			
Citizen Documents			
Marriage Docume	nts		
Divorce Documen	ts		
Real Estate Deeds & Deeds of Trust Mortgages			
Stock Certificates			
—— Automobile, Airci Watercraft Title Documents	raft,		
Power of Attorney	<i>I</i>		

	Items in safe deposit box	Other Location of the Item	
Will or Trus Documents			
Insurance Po	olicies		
Bonds			
Tax Records			
Bank Record	ds		
Other Docur	ments		

SCHEDULE D INSURANCE

1. Company	Policy	<i>,</i> #	Benef	ficiary	Owner
Face Amount	Amount of Policy Loan	Cash V	Value	Type of Policy (Whole, term or group)	
\$	\$	\$			
2. Company	Policy	, #	Benef	ficiary	Owner
Face Amount	Amount of Policy Loan	Cash \	Value	Type of Policy (Whole, term or group)	
\$	\$	\$		_	
3. Company	Policy	, #	Benef	ficiary	Owner
Face Amount	Amount of Policy Loan	Cash \	Value	Type of Policy (Whole, term or group)	
\$	\$	\$			
4. Company	Policy	, #	Benef	ficiary	Owner
Face Amount	Amount of Policy Loan	Cash Y	Value	Type of Policy (Whole, term or group)	
\$	\$	\$			

SCHEDULE E PERSONAL PROPERTY

TANGIBLE PERSONAL PROPERTY

(Automobiles, boats, antiques, art, jewelry, coin collections and other valuables or furnishings.)

Item Description	Ownership W-Wife H-Husband J-Joint	Location	Estimated Fair Market Value
			\$
	 		\$
	 		\$
			\$
			_ \$
			\$
	 		\$
	 		_ \$
	 		_ \$
			\$
	 		\$
	 		_ \$
	 		\$
			\$
			Ф.
	 		_ \$
			_ \$

			<u> \$ </u>	
BUSINESS INT	ERESTS:			
Briefly describe apartnership.	any interest you or yo	our spouse may have	e in a sole prop	rietorship or
Name of Business	Location	Nature of Interest		Restrictions & Additional Information
1		\$_		
2		\$_		
3		<u> </u>		
4		\$_		

SCHEDULE F INTERESTS IN TRUSTS

Name of Trust		Approximate Present Value	
		\$	
		\$	
		\$	
		\$	
	ouse, at any time, exercised of ve details and provide copie	or released a "genera	al power of
		or released a "genera	al power of

SCHEDULE G EMPLOYEE BENEFITS

Pension, Employee Benefit & Retirement Accounts

Custodian:					_
Street Address:					
City:					
State: Zip	:				
Telephone: ()				
Employer	Present Contribution	Value	Retirement Benefit		
	\$	\$	\$	_ \$	\$
Military service: I	Branch of service: _				
Grade/rank:					
Serial number:					
Dates of service:					
Amount of retired	pay \$	/month			
Amount of disabil	ity pay \$	/month			
Social Security:					
Amount of retired	pay \$	/month			
Amount of disabil	ity pay \$	/month			
Other Pension or r	etirement:				
Amount of retired	pay \$	/month			
Amount of disabil	ity pay \$	/month			

SCHEDULE H LIABILITIES

Type of Liability	Creditor	Name & Address of Creditor			Amount		
1.				_ '			
Security for Debt	Rate		Other Terms				
Security for Debt		Due Date	Other Terms				
3				_ \$			
Security for Debt			Other Terms				

Credit Accounts

Name of Company	Address	Account #	Telephone # for Loss Notification	
1				
2				
3				
4			-	
5				
6				

SCHEDULE I FAMILY INFORMATION

Children that are the issue of this marriage.

Child 1.
Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth:(Month)(Day)(Year)
Citizenship:
Significant medical or physical problems:
Child Support: Payable Until Amount/month Age:
\$
Child 2.
Last Name:
First Name:
Middle Initial:

Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)
Citizenship:
Significant medical or physical problems:
Child Support: Payable Until Amount/month Age: \$
Child 3.
Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)

Citizenship:
Significant medical or physical problems:
Child Support: Payable Until Amount/month Age: \$
Child 4.
Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)
Citizenship:
Significant medical or physical problems:
Child Support: Payable Until Amount/month Age: \$

Parents

Father's
Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)
Citizenship:
Mother's Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)

Citizenship:
Spouse's Parents
Father's Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: (
Social Security Account Number:
Date of Birth:(Month) (Day) (Year)
Citizenship:
Mother's Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: ()
Social Security Account Number:
Date of Birth:

(Month) (Day) (Year)
Citizenship:
Grandchildren
Last Name:
First Name:
Middle Initial:
Street Address:
City:
State: Zip:
Telephone: (
Social Security Account Number:
Date of Birth: (Month) (Day) (Year)
Citizenship:
Father:
(Last Name)
(First Name) (MI)
Street Address:
City:
State: Zip:
Telephone: (
Social Security Account Number:
Mother:(Last Name)

	(First Name)	(MI)	
Street Address:			
City:			
State: 2	Zip:		
Telephone: ()		
Social Security	Account Number:		

SCHEDULE J FAMILY BUDGET

Budget for:	
Date:	
Prior Balance \$	
Funds Received: Wages Support Interest Dividends Savings Other	
Total Received \$	
Funds Spent: Federal Tax State Tax Social Security Pension Other Withholding Housing Real Estate Tax House Insurance Electricity Water & Sewage Gas/Oil Telephone Cable TV	
Trash Collection Food	
Clothing Personal Care	
Dental Medical Health Ingurance	
Health Insurance Life Insurance Gasoline	
Auto Repairs	
Auto Insurance School Expenses	
<u> </u>	

Entertainment Miscellaneous Other

Total Spent \$
Balance \$